

Etihad Airways Careers – Payroll Officer

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Company: Etihad Airways

Location: abu dhabi

Category: other-general

Job Description:

To produce and publish crew duty allowances for all Flight Deck and Cabin Crews on a monthly basis complying with the approved crew allowances policy. To attend inquiries and discrepancies reports from the crew community. To generate and provide detailed and summary reports to stakeholders and internal customers.

(ads1)

Job Responsibilities:

Monitor all crew medical and operational absences, training, duty travel and special duty codes to ensuring deductions are made properly.

Comply with the Crew Duty Allowances policy and keeping system records accuracy.

Seek additional approvals for adjustments resulted from roster changes.

Validate the accuracy of the data extracted from the Crew Tracking System and when necessary, must be able to produce manual calculations accurately.

Inform the relevant department about any discrepancy generated by the system. Must follow up the resolution of any technical problem related to the utilized systems.

Validate results originated from system configuration changes and system fixes.

Approve crew duty roster changes that affect already published allowances.

Communicate positively and professionally all times.

Prioritize tasks properly to avoid missing any publication deadline.

Respond, with initiative and judgment, on a timely manner, inquiries from crewmembers

related to the Crew Duty Allowances.

Extract and publish the Flight Deck and Cabin Crew allowances reports to upload into the company's payroll system before the agreed monthly deadlines.

Job Requirements:

2+ years of experience in Accounting

2+ years of experience in AIMS Crew Scheduling

2+ years of experience in Customer Service

Diploma of Business Administration/Accounting or related proved Work Experience,

Computer skills in Microsoft Office application

Job Details:

Company:Etihad Airways

Vacancy Type:Full Time

Job Location:Abu Dhabi, AE

Application Deadline: N/A

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